

## DESERT COMMUNITY COLLEGE DISTRICT

### INSTRUCTIONAL SUPPORT SPECIALIST/TRIO-DSPS

#### BASIC FUNCTION

Under the direction of an assigned supervisor, perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; perform orientations and tours; compile and maintain data and prepare reports.

#### REPRESENTATIVE DUTIES

1. Assist individual and small groups of students in an instructional setting; respond to questions concerning assigned subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines. ***E***
2. Assist supervisor in the organization, preparation and presentation of instructional and operational materials; assist in overseeing and guiding assigned activities and learning sessions. ***E***
3. Access, verify and maintain accurate records of student progress and attendance; maintain various students files as assigned. Compile data, maintain database, prepare and disseminate reports to faculty. Update course syllabi and assignments. ***E***
4. Access and compile student rosters for classes requiring lab assignments; enter class data in applicable software programs; update and maintain software databases. ***E***
5. Administer, evaluate and mark tests; monitor study areas. Assist in administering skills tests; enter scores in database and make appointments for testing. ***E***
6. Prepare a variety of instructional and operational materials; set up and operate various audio-visual, computer and other teaching aids as assigned; assist students in utilizing instructional equipment and programmed materials; orient and monitor students in the use of microcomputers; remain current concerning instructional software. ***E***
7. Assist in training new faculty, staff and student workers on variety of software, policies and procedures. Develop training aids in a variety of formats including electronic presentations. Coordinate and give tours of lab to students and faculty. ***E***
8. Order and distribute supplies, tapes and materials; maintain accurate inventory of supplies, materials and equipment of assigned department or program; issue and receive instructional materials for assignments. ***E***
9. Research and compile data for projects and reports; assist in developing new procedures and forms as necessary. ***E***
10. Assist in coordination of work schedules for student workers in various labs; post work schedules; assign tasks and monitor progress of student workers. ***E***
11. Perform a variety of clerical duties including answering telephones, preparing instructional materials and other related duties; register new students as assigned. ***E***
12. Operate a computer and other assigned office and instructional equipment and including a variety of instructional software and word processing, spreadsheets, database management, desktop publishing presentations, email, and scheduling. ***E***
13. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Subject matter of assigned area of learning; instructional materials and tutorial techniques; basic reference materials and effective study techniques; record-keeping techniques; modern office practices, procedures and equipment; proper methods of storing equipment, materials and supplies; technical aspects of field of specialty; interpersonal skills using tact, patience and courtesy; customer service skills.

**Ability to:** perform a variety of instructional and clerical duties to assist in the implementation of programs and services; schedule and maintain supplies and equipment used for instructional purposes; assist supervisor in the organization, preparation and presentation of materials; learn methods and procedures to be followed in an instructional situation; perform routine clerical work; set up, design and operate assigned departmental equipment; read, understand, interpret and apply department rules, policies and materials relating to assigned field; provide instructional assistance and information to students on the availability and uses of instructional materials and equipment; communicate effectively both orally and in writing in person and on the telephone; operate a computer and a variety of office and instructional equipment and software, including word processing, spreadsheets, database management, desktop publishing, presentations, email, and scheduling ; determine appropriate action within clearly defined guidelines; establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: graduation from high school supplemented by some college-level course work in English or related field, including course work or training in spreadsheets, database management and word processing and two (2) years work\_experience in an educational lab setting.

**WORKING CONDITIONS**

**Environment:** Laboratory or classroom environment. Constant interruptions.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions

Adopted 7/1/06

Range 9